

**CHARTER
MAYOR'S LANSING VETERANS COMMISSION
CITY OF LANSING, MICHIGAN**

1. Name. In recognition that veterans have a positive impact on the local economy, build community, provide an opportunity for celebration of Lansing's heritage and diversity, and provide opportunities for lifelong learning, as Mayor of the City of Lansing I am hereby establishing the Lansing Veterans Commission through this Executive Order.

2. Vision. The Vision of the Commission will be to serve Lansing veterans, including services for public education, honors, information, and the facilitation for gaining benefits, employment and services through the following actions:

- Raise the profile of the City of Lansing's commitment to veterans in order to boost attendance and media coverage, and attract support for veterans within the broader community;
- Raise funds for veterans events and carry out the events in concert with City of Lansing resources and support in-kind;
- Contribute time, talent and funding by stakeholders and interested parties;
- Create continuity year-to-year by maintaining contacts, mailing information, and communication with speaker and artists/performers.

3. Statement of Mission. The Mission of the Commission shall be to provide expertise, resources, and support for the following work streams to enable the realization of the Vision:

- Serving as a resource to the Mayor on matters related to Lansing veterans;
- Developing and recommending annual Memorial Day and Veterans Day event plans for the Mayor;
- Developing and recommending ongoing veterans plan performance measures and best practices; and
- Studying and developing proposed additions, deletions, or modifications to this Charter.

4. Membership – Initial, Additions and Withdrawals: The Commission shall consist of "Members" appointed by the Mayor for terms set by the Mayor.

The Commission shall have a Chair, Vice Chair, Treasurer and Secretary, as officers elected annually at a meeting of the Members. The Commission may establish other officer positions, not to exceed 13 members total. The first annual meeting shall be held in 2019.

Vice Presidents, as needed to coordinate program areas or committees, may be elected from the Members at any time.

The initial officers of the Veterans Commission shall be appointed by the Mayor; after the Veterans Commission is established, officers may be selected by the Veterans Commission at any meeting to serve until the next annual meeting.

Officer positions and appointments made by the Veterans Commission shall be invited from the following organizations:

- Veterans service organizations such as the American Legion, Disabled American Veterans, United Service Organizations, Veterans of Foreign Wars, and Vietnam Veterans.
- Community support organizations.
- Educational institutions.
- Business and employers.
- City of Lansing representatives.
- Labor Veterans Liaison.
- City of Lansing residents.

Subsequent to the Effective Date of this Charter and the identification of the Initial Members, other Members may be added, and vacancies filled by the Mayor.

A Member may withdraw from membership upon written notice to the Mayor.

The absence of any Member for three consecutive meetings without valid excuse will result in an automatic removal of the Member from the Veterans Commission.

5. Role of Veterans Commission Members: It is intended that the Commission leverage the experience, expertise, and insight of key individuals at organizations committed to building professionalism in the management of Mission activities. Individual Members may not be directly responsible for managing work stream activities, but will provide support and guidance for those who do. Thus individually, Members should:

- Understand the strategic implications and outcomes of initiatives being pursued through this Charter, its Vision, and its Mission;
- Appreciate the significance of veterans role in the community and their enhancement to the quality of life;
- Be genuinely interested in the work stream initiatives and be an advocate for the outcomes being pursued.

In practice, the above mean that Members should review the status of the activities under this Charter and ensure that the outputs meet the requirements of the Mission in order to realize the Vision. Conflicting priorities and resources should be

balanced. Members should consider all ideas and issues submitted by other Members, provide guidance to the committees established herein, and check adherence to standards of best practices. Further, positive communication both inside and outside of the Commission should be fostered.

6. Officers: The following are the officers of the Commission; however, other officer positions may be created by the Commission, as needed.

The Chair shall guide the Veterans Commission; set goals and objectives; set the calendar, activities, and meeting agendas; follow through on action items; and preside over meetings.

The Vice Chair shall serve as Chair in the absence or disability of the Chair and shall assist in the performance of the duties of the Chair as agreed upon with the Chair.

The Secretary shall keep the minutes and records and assist with communications.

The Treasurer shall track and maintain log of all funding for all Veterans Commission events.

Members shall coordinate program areas, committees, or initiatives.

7. Meetings: Roberts Rules of Order shall be followed in Veterans Commission meetings.

The Members shall adopt a regular meeting schedule; however, special meetings may be called by the Chair, a Vice Chair, or a majority of the Members.

A majority of the duly qualified Members of the Veterans Commission physically present in person, at a meeting is necessary for a quorum. Except as otherwise provided in this Charter, an affirmative majority vote of the Members at a meeting, a quorum being present, is required for approval of any action.

Meetings using electronic or telephonic means is discouraged but may be permitted in limited circumstances.

The Commission is established by the Mayor and is advisory to the Mayor only. It is not a Lansing Charter board or committee; nor, is it established by ordinance or City Council resolution or action of any type. It has no decision or policy making authority; but, is advisory in nature and is established for advice and recommendation to the Mayor only.

Unless altered by a majority vote of a quorum of the Members, the agenda of each meeting shall include:

- Minutes

- Additions to agenda
- Review of previous actions
- Overall Mission and progress status
- Old Business
- New Business
- Milestone review
- Deliverable acceptance
- Accomplishments
- Plans for next period
- Outstanding issues
- Specific requests
- Other
- Next meeting

8. Committees: The following initial Committees are hereby established to support the work streams:

- Veterans Planning
- Education
- Resource and Best Practices Gathering
- Events
- Metrics Development

Committees may be added or eliminated by a majority vote of a quorum of the Members. Each Committee shall be chaired by a Vice Chair. The Chair may create Ad Hoc Committees at any time to last the length of the President's term unless continued by a successor Chair.

9. Annual Meeting Deliverables:

- A Veterans Plan for the Mayor's approval;
- An Education Plan for the Mayor's approval;
- A report on veterans events in Lansing during the preceding year;
- Development of metrics for the Mayor's approval and an annual report on progress using the approved metrics as a guide; and
- Goals, Objectives, and accompanying timelines to support the Mission and achieve the Vision.

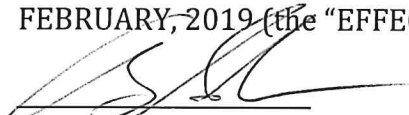
10. Measurements:

The success of the Commission will be monitored by metrics developed by the Metrics Development Committee and approved by the Mayor.

11. Miscellaneous:

- An annual report shall be published by the end of March of each year covering the preceding calendar year's activities.
- This Charter may be amended or dissolved by the Mayor at any time.
- With the approval of the Mayor, the organizational structure of the Veterans Commission may be altered by the Mayor to comply with Internal Revenue Service rules and regulations allowing the Veterans Commission to receive grant funds and contributions.

THIS AMENDED CHARTER IS DECLARED EFFECTIVE THIS SIXTH DAY OF FEBRUARY, 2019 (the "EFFECTIVE DATE").



Andy Schor,
Mayor, City of Lansing, Michigan